Policies for Service Staff Employees
Represented by AFSCME at Bloomington, Indianapolis, and South Bend

Evaluation Period for New Employees
AFSCME (BL, IN, SB) 2.6

Effective: July 1, 2012
Last Updated: July 1, 2012

Responsible University Office: University Human Resources

Responsible University Administrator: Senior Vice President and Chief Financial Officer

Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. It is the policy of Indiana University that all new Service Maintenance Staff employees will serve an evaluation period to provide assurance that the person employed can satisfactorily fulfill the demands of the position.

2. All new Service Maintenance Staff employees at the time of their appointment to a staff position with the University will serve a minimum evaluation period of four months.

3. During the new employee evaluation period, including any extensions, see the Problem-Grievance Resolution policy for the limitations on an employee’s eligibility to file a grievance.

4. During the new employee evaluation period, an employee shall have no seniority until the total evaluation period is completed. Upon the completion of the evaluation period, seniority is acquired as provided for in the Seniority policy.

5. The new employee evaluation period is not to be a part of any corrective action procedure. Therefore, once the evaluation period has been satisfactorily completed, an employee may not be placed into another new employee evaluation period unless the employee leaves the university and is rehired.
C. Procedures

1. If it is decided at any time during the evaluation period not to continue the new Staff employee's employment, the campus Human Resource office is to be contacted to help determine if a basis for separation exists and whether there is the possibility of a transfer to other work better suited to the individual, before separation from employment occurs. Any transfer opportunities will be subject to the procedures contained in the Recruitment-Selection policy.

2. At the end of the evaluation period, supervision shall inform the employee as to whether the period has been satisfactorily completed or will be extended beyond the four-month period. In such cases, a department may extend the period no more than an additional two months for a total of a six-month evaluation period and inform the employee in writing with a copy to the campus Human Resource office.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy

hr.iu.edu/policies/sm-all/employment/evaluation_new_employees.html

F. History

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.